



CITY OF HOUSTON

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November 5, 2010

SUBJECT: Letter of Clarification No. 2
Security Service for Houston Airport System

REFERENCE: RFP No.: S11-T23766

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

- **The following questions and City of Houston responses are hereby incorporated and made a part of the RFP:**

1. Please describe the current use of radios in Section 12.2 of the RFP?

Answer: Radios are not currently used.

2. How many radios are needed in Section 12.2 of the RFP?

Answer: Radios will be required in the new contract, one per post.

3. What brand is being used currently in Section 12.2 of the RFP?

Answer: Radios are not currently used.

4. Would cell phones suffice in Section 12.2 of the RFP?

Answer: No, cell phones will not be allowed to substitute for radios in the new contract.

5. Please describe the vehicle usage in Section 13.1 of the RFP?

Answer: Proposer shall provide sufficient vehicles for supervisors to inspect job posts and security officers. Refer to Section 14.2.

6. How many vehicles in Section 13.1 of the RFP?

Answer: To be determined by Proposer in accordance with Section 14.2.

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7. How many miles are driven daily, weekly and annually in Section 13.1 of the RFP?

Answer: Not available to HAS.

8. How is the current coverage for officers breaks handled in Section 18.1 of the RFP?

Answer: At the discretion of the Contractor.

9. Would low speed vehicles that are street legal and electric be an alternative choice?

Answer: As long as it meets the requirements in Section 13.1.

10. How much of the liquidated damages have occurred in the last year in Section 25.1 of the RFP?

Answer: None.

11. Please clarify how many guards will be needed in Section 25.1 of the RFP?

Answer: Proposer shall propose number of guards for the number of posts and post hours provided in Clarification Letter No. 1.

12. Can we bill separately for the bond as it occurs?

Answer: No, must be included in your cost/hour rate.

13. What is the current bill rate or budget for this contract?

Answer: Please refer to Clarification1 response to Item No. 2.

14. Will wages be spec for officers and supervisors? (The RFP for the City of Houston General Services and Convention and Entertainment specified starting pay wages).

Answer: Shall be inclusive in your proposal.

15. What is the number of hours per week of the RFP?

Answer: Security at the airports shall be provided 24/7, 365 days. Refer to Item #25, Letter of clarification No.1.

16. Number of vehicles and mileage?

Answer: Not available to HAS.

17. Can you confirm HAS provides radios or does the contractor need to supply? If so, how many?

Answer: Section 12.2, Proposer is responsible for all its communications equipment on site.

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- 18. Are there any other equipment needed? Computer, printer, cell phone, fax, etc? Anything for the Project Manager?**

Answer: Computer(s), printer(s), cell phone(s), fax machine(s), and other furnishings shall be provided by the Proposer. Please refer to Section 29.0.

- 19. How many vehicles are in use today, and can you provide an estimated annual mileage for each?**

Answer: Not available to HAS.

- 20. What type of documentation is needed on the Performance Bond at the time of the submittal in Section 7.1.19 of the RFP?**

Answer: Performance bond is not required when submitting proposal, but will be required from the recommended vendor before the contract is awarded.

- 21. As I understand it the base wages for the security officers are not set, I would like to confirm that as you stated we should ask.**

Answer: Base wage for the security officers shall meet the wages set forth by Federal guidelines for wages.

- 22. Is contract employee parking provided by the Airport System?**

Answer: No, please refer to Section 29.2.

- 23. Can HAS provide the current pay rates for Project Manager, On-Site Supervisor and Security Officers?**

Answer: Not available to HAS.

- 24. Can HAS confirm whether or not staff at HAS is covered under a collective bargaining agreement? If employees are covered under collective bargaining agreement, please provide a copy.**

Answer: HAS employees are covered under collective bargaining. You can obtain a copy of the agreement from the City's Human Resources Department through the Texas Open Records Act (TORA).

- 25. Does the City of Houston have a prevailing wage for security officers? If so, please provide the prevailing wage?**

Answer: \$9.50/hr – Minimum Wage Rate for City of Houston Employees.

- 26. In the event of an increase in wages, benefits or employee entitlements, what remedies are available to contractors to pass this expense onto the City of Houston?**

Answer: Proposer should bear the cost as calculated inclusively in the proposed cost/hr rate.

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27. Can HAS provide a seniority list of for employees performing services at the airports?

Answer: *Not available to HAS.*

28. What is the current bill rate for Project Manager, On-Site Supervisor and Security Officers?

Answer: *Not available to HAS.*

29. Can HAS provide a breakdown of the total estimated monthly hours for each airport?

Answer: *15,260 hrs. as specified in the bid form (IAH only).*

30. Please provide the name of the incumbent contractor.

Answer: *The Barbosa Group, Inc., dba Executive Security*

31. Can HAS provide the name of MWBE vendors currently providing service under the existing contract?

Answer: *Carrizal & Associates*

32. What holidays are recognized by the City of Houston and the Houston Airport System?

Answer: *Please refer to Clarification 1 response to Item No. 33.*

33. Are the security officers and staff receiving any benefits such as paid holidays, vacation, and sick time? If so, can HAS provide a breakdown of those entitlements?

Answer: *Not available to HAS.*

34. How many vehicles are currently being utilized for the existing contract? What is the estimated annual mileage per vehicle? What types of vehicles are required?

Answer: *No. of vehicles and mileage are not available to HAS. Refer to Section 13.1, page 23 for vehicle requirements.*

35. What is the current ratio of supervisor to security officer?

Answer: *Not available to HAS.*

36. On page 24, item 16.5 mentions the possibility of an officer needing to carry a firearm. Can you please clarify under what circumstances an armed guard would be required?

Answer: *Delete Section 16.5.*

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37. If incumbent employees are retained by a new contractor, will they be required to be retrained?

Answer: Contractor shall be responsible to ensure any retained and/or incumbent staff are properly trained and meet the requirements off the contract.

38. How many hours of job specific on-site training are required?

Answer: Proposer shall propose no. of hours subject to HAS approval. Training shall be at Contractor's expense.

39. Is an FCC license required for the operation of radios?

Answer: Yes

40. What is the annual amount of liquidated damages that has been imposed for the past five years?

Answer: None

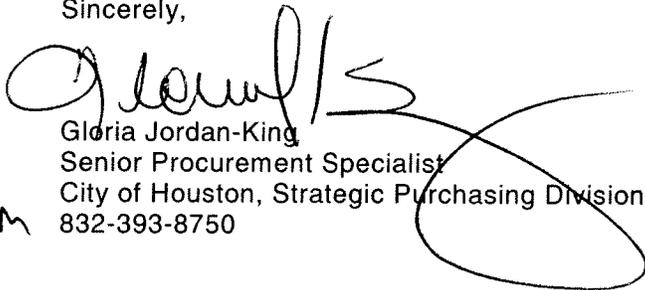
41. Is there any other equipment required for security officers such as flashlights and mirrors?

Answer: Refer to Section 12.0, Security Officer's Equipment.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this bid.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,


Gloria Jordan-King
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City of Houston, Strategic Purchasing Division
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END OF LETTER OF CLARIFICATION NO. 2